

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET											
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER											
RECOMMENDED															
4. TITLE				5. PAY PLAN		6. SERIES		7. GRADE							
8. WORKING TITLE				9. INCUMBENT (Optional)											
OFFICIAL															
10. TITLE Student Trainee (Office Automation)															
11. PP		12. SERIES		13. FUNC		14. GRADE		15. DATE		16. I/A		17. CLASSIFIER			
GS		399				02		MONTH/DAY/YEAR 04/22/02		YES NO		MS			
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)															
1st								5th							
2nd								6th							
3rd								7th							
4th								8th							
SUPERVISOR'S CERTIFICATION															
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.															
19. Supervisor's Signature						20. Date				22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title								24. Second Level Supervisor's Name and Title							
FACTOR EVALUATION SYSTEM															
FACTOR				25. FLD/BMK		26. POINTS		FACTOR				25. FLD/BMK		26. POINTS	
1. Knowledge Required				1-2		200		6. Personal Contacts				Level 1			
2. Supervisory Controls				2-1		25		7. Purpose of Contacts				A		30	
3. Guidelines				3-1		25		8. Physical Demands				8-1		5	
4. Complexity				4-1		25		9. Work Environment				9-1		5	
5. Scope and Effect				5-1		25		27. TOTAL POINTS				27.		340	
Grade based on Office Automation Grade Evaluation Guide/Office Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd 11/90)										28. GRADE		28.		GS-02	
CLASSIFICATION CERTIFICATION															
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.															
29. Signature /S/ MARILYN STETKA										30. Date 4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)															
32. Remarks										Standard Job#399-02a		33. OPM Certification Number			

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 02	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 399	3. OCC FUNC.	4. OFF. TITLE CD 0026	5. OFF. TITLE (38) STUDENT TR (OA)						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) O N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4)							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> <b>Normal Act</b>  1=Desk Audit  2=Sup. Audit  3=Paper Rev. </div> <div> <b>Maintenance Review Act</b>  5=Desk Audi  6=Sup. Audit  7=Paper Rev. </div> <div> <b>Results</b>  1=No Action Req.  2=Minor PD Change  3=New PD Req.  5=Series Change  6=Pos. Upgrade  7=Pos. Downgrade  9=Other </div>															
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									

## 32. REMARKS

Standard Job #399-02a

**Student Trainee (Office Automation)  
GS-399-02**

Standard Job #399-02a

**A. Introduction**

The incumbent of this position assists professional and technical staff by performing duties in support of the work of the office. This position is designed to provide the incumbent with actual work experience and knowledge of office operation and procedural functions.

**B. Major Duties**

Types from handwritten or rough drafts a variety of material including draft reports, memoranda and correspondence using either electric typewriter or personal computer and related word processing software. The incumbent is responsible for the accuracy of spelling, punctuation, grammar and format.

Uses various word processing procedures and function keys to execute office automation functions such as storing and retrieving electronic documents or files, activating printers, inserting and deleting text, moving material within document, and printing documents.

Performs other miscellaneous clerical duties such as answering and referring telephone calls; filing material in chronological and alphabetical order; opening and distributing mail; and copying materials.

**C. Evaluation Factors**

**1. Knowledge Required by the Position**

Knowledge of grammar, spelling, capitalization and punctuation to type a variety of material accurately from rough handwritten drafts.

Skill in operating an electric typewriter and personal computer and related word processing software.

Knowledge of word processing procedures and function keys to execute several basic office automation functions such as storing and retrieving documents, moving text, printing documents. A qualified typist is required.

Knowledge of basic formats and clerical procedures associated with the preparation of typed material; answering of telephones; filing of material; handling of office mail; and copying documents.

**2. Supervisory Controls**

The incumbent receives assignments from the office secretary or other higher graded employee indicated what is to be done, limitations, quality and quantity expected, deadlines, and priority of work to be accomplished. Specific instructions are provided for new assignments. Carries out recurring work independently referring deviations, problems, and unfamiliar situations to the supervisor or higher graded employee for resolution. Finished work is reviewed for technical accuracy and compliance with instructions.

**3. Guidelines**

Guidelines include dictionaries, secretarial manuals, GPO Style Manual, and internal office directives and procedures. Assignments are performed in direct accordance with guidelines. Situations not directly covered are referred to the supervisor, secretary, or other higher graded employee.

**4. Complexity**

The material typed by the incumbent is routine and there is little or no deviation in format or procedure with each individual assignment.

**5. Scope and Effect**

Typing and clerical duties performed by the incumbent facilitate the work of the professional and technical staff in the office.

**6. Personal Contacts**

Assignments are performed for employees in the immediate work unit and occasionally for others in the division.

**7. Purpose of Contacts**

Contacts are for the purpose of obtaining instructions and clarification on written material from originators.

**8.     Physical Demands**

The work is primarily sedentary although there may be some walking, standing, and bending.

**9.     Work Environment**

The work is performed in an office setting.

**D.     Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_